

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 14-22

OPEN TO: All interested candidates
POSITION: **Registered Nurse, FSN-510-9; - FP-05**
(Will be available in June 2014)
OPENING DATE: April 9, 2014
CLOSING DATE: April 23, 2014
WORK HOURS: **Part-time (32 hours/week)**
SALARY: **Ordinarily Resident (OR):** FSN-9
Not-Ordinarily Resident (NOR):
(Position Grade: FP-5) To be confirmed by Washington

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Registered Nurse in the Medical Unit.

BASIC FUNCTION OF POSITION

The incumbent will serve as the Western European equivalent trained Registered Professional Nurse. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Embassy Foreign Service Health Practitioner (FSHP). The position will provide the full range of professional nursing services to Americans, work related health care and health education to Locally Employed Staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS/SKILLS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.

Experience: At least two years of nursing experience is required.

Language Proficiency: Level IV (Fluent) Speaking/Reading English is required.

Knowledge: The ability to administer adult and pediatric immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred. Must be familiar with American Nursing standards of care.

Skills & Abilities: As above.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Candidates must be able to obtain and hold a security clearance to be eligible for consideration. Management will consider

nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission is an equal opportunity employer.

CLOSING DATE: April 23, 2014

Drafted:	HR: WBULU
Cleared:	HR: HMULLER
	MED: CSTRAND
Approved:	HRO: CDE SILVA